



Report to:	Sutton Shareholdings Board	Date:	27 June 2018
Report title:	Change of Company Registered Address - Encompass LATC Ltd		
Report from:	Mary Morrissey, Strategic Director - Environment, Housing and Regeneration		
Ward/Areas affected:	Borough Wide		
Chair of Committee/Lead Member:	Councillor Sunita Gordon, Chair		
Author(s)/Contact Number(s):	Lorraine Thomas - Managing Director, Encompass LATC Ltd - 020 8770 5794		
Corporate Plan Priorities:	<ul style="list-style-type: none"> • An Open Council • A Fair Council • A Smart Council 		
Open/Exempt:	Open		
Signed:		Date:	14 June 2018

1. Summary

- 1.1 Encompass LATC has reviewed its accommodation needs. An opportunity has arisen to rent office space from Sutton Housing Partnership at the Sutton Gate building, located on Carshalton Road, Sutton.
- 1.2 Given staff will be locating away from the current registered address, there is a need to change of the Company's registered address. Change of registered address is a matter reserved to Sutton Shareholdings Board.

2. Recommendations

The Sutton Shareholdings Board is recommended to:

- 2.1 Agree that the company's registered address is changed to Sutton Gate, Sutton Gate, 1 Carshalton Road, Sutton, Surrey, SM1 4LE.



3. Issues

- 3.1 There are number of potential benefits which may arise if Encompass relocates to Sutton Gate. Such an arrangement facilitates closer collaboration with Sutton Housing Partnership on joint initiatives and exploring the benefits of shared (back office) functions. Encompass and Sutton Housing Partnership work closely on the current allocation and letting of social housing properties and have a close working relationship in the management of temporary accommodation.
- 3.2 Following discussions with Sutton Housing Partnership, they have advised that they can offer Encompass the 1st floor of the building. The annual rent including service charges would be compares favorably with other options considered.
- 3.3 Encompass' Board of Directors has therefore taken the decision that the company's staff relocate to Sutton Gate during July 2018.
- 3.4 Staff will continue to interview most homeless households and emergencies at the Civic Offices. However, some routine enquiries and follow up meetings will be carried out at Sutton Gate, thereby easing the pressure on the Civic reception area generated by the implementation of the Homelessness Reduction Act.
- 3.5 The relocation of Encompasses business premises to Sutton Gate will facilitate all staff being accommodated within one office and furthermore, a minimum desk ratio of 7.5 to 10 can be achieved.

4. Options Considered

- 4.1 Enquiries were made with regard to relocating to Chancery House or Quadrant House, both of which met Encompass' broad specification.
- 4.2 Both venues were able to provide serviced offices, meetings rooms, limited interview facilities with a concierge but, no reception area. Both were located near the Civic Offices. However, costs proved prohibitive.

5. Impacts and Implications

Financial

- 5.1 The rent proposed is fixed until July 2020 and, both 'one off' costs and 'ongoing costs' will be contained with Encompass's budget estimates for the 2018/19.

Legal

- 5.2 Legal services will be engaged to draft a license agreement protecting Encompass's right to occupy. Provision for a renewal of the license will be made within the agreement alongside a

rent review mechanism.

6. Appendices and Background Documents

Appendix letter	Title
	N/A

Background documents
None

Audit Trail		
Version	Final	Date: 14 June 2018
Consultation with other officers		
Finance	N/A	
Legal	N/A	
Integrated Impact Assessment required?	No	

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